



## **ADMINISTRATIVE COMMITTEE MEETING NOTICE/AGENDA**

Posted at [www.scdd.ca.gov](http://www.scdd.ca.gov)

**DATE:** June 20, 2013

**TIME:** 2-4 p.m.

**LOCATION:** State Council on Developmental Disabilities  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811  
(916) 322-8481

### **TELECONFERENCE SITE:**

#### **Area Board 10**

411 N. Central Ave, Ste. 610  
Glendale, CA 9203

#### **Area Board 11**

2000 E. Fourth Street, Ste. 115  
Santa Ana, CA 92705

*Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino at (916) 322-8481 or email [robin.maitino@scdd.ca.gov](mailto:robin.maitino@scdd.ca.gov). Requests must be received by 5:00 pm June 14, 2013.*

### **Page**

- |                                       |            |
|---------------------------------------|------------|
| 1. CALL TO ORDER                      | M. KENNEDY |
| 2. ESTABLISHMENT OF QUORUM            | M. KENNEDY |
| 3. WELCOME/INTRODUCTIONS              | M. KENNEDY |
| 4. APPROVAL OF APRIL 25, 2013 MINUTES | M. KENNEDY |
| 5. PUBLIC COMMENTS                    |            |

This item is for members of the public only to provide an opportunity to comments and/or present information to the Committee on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Committee will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.

6.	<b>REVIEW OF PROPOSED 2013-2014 BUDGET</b>	R. NEWTON	5
7.	<b>DSS ADMINISTRATIVE SUPPORT SERVICES</b>	R. NEWTON	13
8.	<b>POLICY ON COUNCIL MEMBERS HAVING ROLE IN COMMUNITY TRAINING EVENTS</b>	ALL	25
9.	<b>ACTIONS ON WORK PLAN</b>	R. NEWTON	27
10.	<b>SCHEDULE NEXT MEETING</b>	ALL	
11.	<b>ADJOURNMENT</b>	M. KENNEDY	

For additional information regarding this agenda, please contact Robin Maitino,  
1507 21<sup>st</sup> Street, Suite 210, Sacramento, CA 95811, (916) 322-8481

## DRAFT

### Administrative Committee Meeting Minutes April 25, 2013

#### Attending Members

Brian Gutierrez  
David Forderer  
Kris Kent  
Molly Kennedy  
Ray Ceragioli

#### Members Absent

#### Others Attending

Roberta Newton  
Robin Maitino  
Sarah VanDyke  
Wayne Glusker

#### 1. Call to Order

Molly Kennedy called the meeting to order at 2:02 p.m. and established a quorum present.

#### 2. Welcome and Introductions

Members and others introduced themselves.

#### 3. Approval of March 21 and April 2, 2013 Minutes

It was moved/second (Forderer/Ceragioli) and carried to approve the March 21, 2013 minutes as presented.

It was moved/second (Gutierrez/Ceragioli) and carried to approve the April 2, 2013 minutes as presented.

#### 4. Public Comments

There were no public comments.

#### 5. Introduce Sarah VanDyke

Roberta introduced Sarah VanDyke to the Administrative Committee members. Sarah is the Council's new retired annuitant. Sarah's primary tasks will include implementation of the work plan that was sent to Council members in the beginning of April. Sarah comes to us with years of administrative, budget, and contract experience. Her work history includes employment with DDS and the Department of Corrections.

6. **Actions on Work Plan**

Roberta Newton went through the work plan on pages 7-11 and provided additional updates where applicable. Overall, what was submitted as part of the packet continues to be the most up-to-date information. Minor updates such as timelines were discussed and will be updated and disseminated in the May 15<sup>th</sup> Council packet to all Council members.

7. **Review of Grants and Contracts**

Roberta referred members to pages 106-111 of their packets. The two grant lists (Cycle 35 Grants and Administrative Grants) showed all SCDD contracts. Roberta also updated members on the two Self-Advocacy RFP's stating that the deadline for submission is May 1<sup>st</sup>.

8. **Update on Training Activities**

SCDD's two contract analysts successfully completed the week long DGS contract training in early April. On April 23<sup>rd</sup> they also successfully completed contract evaluation training. The Interim Executive Director and Staff Counsel also successfully completed the week long DGS contract training the week of April 15<sup>th</sup> and found that overall, the resources and information provided was very informative. The two contract analysts will be attending additional trainings next fiscal year.

Roberta informed members that NACDD Technical Assistance Manager Sheryl Matney will be providing board training on May 14<sup>th</sup> from 2-5 p.m. at the Hilton Arden West hotel. All Council and Executive Directors are encouraged to attend.

9. **Update on Sequestration**

There is nothing new to report. Roberta has been directed to prepare 2013-14 fiscal year's budget as though SCDD will receive full funding but to also have a proposed reduction version ready in the event of sequestration. A proposal 2013-14 FY budget will be distributed at the July Council meeting.

10. **Schedule Next Meeting**

The next meeting is scheduled for June 20, 2013 from 2-4 p.m.

11. **Adjournment**

The meeting was adjourned at 2:55 p.m.

**SCDD HQ  
BSG BUDGET  
2013-2014**

DESCRIPTION	Budget	1st Quarter Expenditure	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Total Expenditures	Balance
<b>A. PERSONAL SERVICES</b>							
Salary & Wages	\$814,104					\$0	\$814,104
Temporary Help	\$0						\$0
Overtime	\$0						\$0
Staff Benefits	\$295,772					\$0	\$295,772
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,109,876</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,109,876</b>
<b>B. OPERATING EXPENSE &amp; EQUIPMENT (OE&amp;E)</b>							
General Expense	\$11,418					\$0	\$11,418
Printing (Copier Maintenance)	\$22,724					\$0	\$22,724
Communications	\$70,081					\$0	\$70,081
Postage	\$11,034						\$11,034
Travel (In-State)	\$159,394					\$0	\$159,394
Travel (Out-of-State)	\$9,000						\$9,000
Training	\$350					\$0	\$350
Facilities Operations	\$119,543						\$119,543
Utilities	\$0						\$0
Consultant & Professional Services	\$0						\$0
(Interdepartmental)	\$18,761						\$18,761
(External)	\$7,910						\$7,910
Data Processing	\$39,616						\$39,616
Equipment (Major)	\$0						\$0
Other Items of Expense (Stipends)	\$0	\$0	\$0			\$0	\$0
<b>TOTAL OE&amp;E</b>	<b>\$469,831</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$469,831</b>
<b>TOTAL</b>	<b>\$1,579,707</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,579,707</b>

**Note:** The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

**2013-2014 FUNDING ALLOCATION REPORT**  
**Federal Funds (BSG) Assuming Sequestration Cut of 9%**

**4100 State Council on Development Disabilities**  
**2013-2014 Funding Allocation Report**  
**Subject to Change**  
**(Whole Dollars)**

	Personal Services Allocation	Operating Expenses & Equipment Allocation	Total 2013-2014 Allocation
Council Operations and Administration	\$1,109,876	\$469,831	\$1,579,707
Community Program Development Grants	\$0	\$727,000	\$727,000
Area Board 1	\$194,257	\$56,030	\$250,287
Area Board 2	\$243,378	\$53,997	\$297,375
Area Board 3	\$205,304	\$82,187	\$287,491
Area Board 4	\$225,905	\$63,281	\$289,186
Area Board 5	\$299,729	\$88,469	\$388,198
Area Board 6	\$213,606	\$69,491	\$283,097
Area Board 7	\$203,658	\$91,286	\$294,944
Area Board 8	\$294,153	\$29,367	\$323,520
Area Board 9	\$262,811	\$90,000	\$352,811
Area Board 10	\$335,639	\$92,037	\$427,676
Area Board 11	\$276,528	\$88,011	\$364,539
Area Board 12	\$155,324	\$69,000	\$224,324
Area Board 13	\$259,668	\$99,481	\$359,149
Subtotal, All Area Boards	\$3,169,960	\$972,637	\$4,142,597
Total	\$4,279,836	\$2,169,468	\$6,449,304

Red denotes where funds were reduced

**2013-2014 FUNDING ALLOCATION REPORT**  
**Federal Funds (BSG) Full Allocation**

**4100 State Council on Development Disabilities**  
**2013-2014 Funding Allocation Report**  
**Subject to Change**  
**(Whole Dollars)**

	Personal Services Allocation	Operating Expenses & Equipment Allocation	Total 2013-2014 Allocation
Council Operations and Administration	\$1,109,876	\$478,988	\$1,588,864
Community Program Development Grants	\$0	\$1,000,000	\$1,000,000
Area Board 1	\$194,257	\$56,030	\$250,287
Area Board 2	\$243,378	\$53,997	\$297,375
Area Board 3	\$296,184	\$82,187	\$378,371
Area Board 4	\$225,905	\$63,281	\$289,186
Area Board 5	\$299,729	\$88,469	\$388,198
Area Board 6	\$213,606	\$69,491	\$283,097
Area Board 7	\$294,538	\$91,286	\$385,824
Area Board 8	\$294,153	\$29,367	\$323,520
Area Board 9	\$262,811	\$90,000	\$352,811
Area Board 10	\$335,639	\$92,037	\$427,676
Area Board 11	\$276,528	\$88,011	\$364,539
Area Board 12	\$155,324	\$69,000	\$224,324
Area Board 13	\$259,668	\$99,481	\$359,149
Subtotal, All Area Boards	\$3,351,720	\$972,637	\$4,324,357
Total	\$4,461,596	\$2,451,625	\$6,913,221





## 4100 State Council on Developmental Disabilities

The State Council on Developmental Disabilities advocates, promotes and implements policies and practices that achieve self-determination, independence, productivity, and inclusion in all aspects of community life for Californians with developmental disabilities and their families.

### 3-YR EXPENDITURES AND POSITIONS

		Positions			Expenditures		
		2011-12	2012-13	2013-14	2011-12*	2012-13*	2013-14*
10	State Council Planning and Administration	12.2	20.0	20.0	\$1,646	\$1,698	\$1,772
20	Community Program Development	-	-	-	957	1,000	1,000
40	Regional Offices and Local Area Boards	67.9	72.0	72.0	8,553	8,700	8,992
<b>TOTALS, POSITIONS AND EXPENDITURES (All Programs)</b>		<b>80.1</b>	<b>92.0</b>	<b>92.0</b>	<b>\$11,156</b>	<b>\$11,398</b>	<b>\$11,764</b>
<b>FUNDING</b>					<b>2011-12*</b>	<b>2012-13*</b>	<b>2013-14*</b>
0890	Federal Trust Fund				\$7,166	\$7,174	\$7,419
0995	Reimbursements				3,990	4,224	4,345
<b>TOTALS, EXPENDITURES, ALL FUNDS</b>					<b>\$11,156</b>	<b>\$11,398</b>	<b>\$11,764</b>

### LEGAL CITATIONS AND AUTHORITY

#### DEPARTMENT AUTHORITY

Welfare and Institutions Code, Division 4.5, commencing with Section 4520; and Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402; 42 United States Code Section 15001).

### DETAILED BUDGET ADJUSTMENTS

		2012-13*		2013-14*		
		General Fund	Other Funds	Positions	General Fund	Other Funds
<b>Workload Budget Adjustments</b>						
<b>Other Workload Budget Adjustments</b>						
• Employee Compensation Adjustments		\$-	-\$295	-	\$-	\$70
• Retirement Rate Adjustment		-	136	-	-	136
<b>Totals, Other Workload Budget Adjustments</b>		<b>\$-</b>	<b>-\$159</b>	<b>-</b>	<b>\$-</b>	<b>\$206</b>
<b>Totals, Workload Budget Adjustments</b>		<b>\$-</b>	<b>-\$159</b>	<b>-</b>	<b>\$-</b>	<b>\$206</b>
<b>Totals, Budget Adjustments</b>		<b>\$-</b>	<b>-\$159</b>	<b>-</b>	<b>\$-</b>	<b>\$206</b>

### PROGRAM DESCRIPTIONS

#### 10 - STATE COUNCIL PLANNING AND ADMINISTRATION

The Council and its statewide staff are responsible for developing and implementing a State Plan containing goals, objectives, activities, and projected outcomes designed to improve and enhance the availability and quality of services and support to individuals with developmental disabilities and their families. The appointed Council members ensure system coordination, monitoring, and evaluation.

#### 20 - COMMUNITY PROGRAM DEVELOPMENT

The Council administers grants to community-based organizations that fund new and innovative community program development projects to implement State Plan objectives and improve and enhance services for individuals with developmental disabilities and their families.

#### 40 - REGIONAL OFFICES AND LOCAL AREA BOARDS

In addition to implementation of State Plan activities, regional office staff provide the following services to residents of state developmental centers and state-operated community facilities:

- Individualized advocacy services through volunteers recruited by Council staff for individuals who have no legally appointed representative to assist them in making choices and decisions.

## 4100 State Council on Developmental Disabilities - Continued

- Clients' rights advocacy services to ensure that laws, regulations, and policies pertaining to the rights of persons with developmental disabilities are observed.
- Quality Assessments for individuals who receive community residential services and support.

Thirteen local Area Boards on Developmental Disabilities are attached to the Council for administrative purposes and assist with local advocacy, training, coordination, and implementation of State Plan objectives. Regional offices and local Area Boards report local outcomes to the Council for inclusion in reports to the federal government and the California Legislature.

### DETAILED EXPENDITURES BY PROGRAM

		2011-12*	2012-13*	2013-14*
	<b>PROGRAM REQUIREMENTS</b>			
<b>10</b>	<b>STATE COUNCIL PLANNING AND ADMINISTRATION</b>			
	State Operations:			
0890	Federal Trust Fund	\$1,646	\$1,698	\$1,772
	<b>Totals, State Operations</b>	<b>\$1,646</b>	<b>\$1,698</b>	<b>\$1,772</b>
	<b>PROGRAM REQUIREMENTS</b>			
<b>20</b>	<b>COMMUNITY PROGRAM DEVELOPMENT</b>			
	State Operations:			
0890	Federal Trust Fund	\$957	\$1,000	\$1,000
	<b>Totals, State Operations</b>	<b>\$957</b>	<b>\$1,000</b>	<b>\$1,000</b>
	<b>PROGRAM REQUIREMENTS</b>			
<b>40</b>	<b>REGIONAL OFFICES AND LOCAL AREA BOARDS</b>			
	State Operations:			
0890	Federal Trust Fund	\$4,563	\$4,476	\$4,647
0995	Reimbursements	3,990	4,224	4,345
	<b>Totals, State Operations</b>	<b>\$8,553</b>	<b>\$8,700</b>	<b>\$8,992</b>
	<b>TOTALS, EXPENDITURES</b>			
	State Operations	11,156	11,398	11,764
	<b>Totals, Expenditures</b>	<b>\$11,156</b>	<b>\$11,398</b>	<b>\$11,764</b>

### EXPENDITURES BY CATEGORY

1 State Operations	Positions			Expenditures		
	2011-12	2012-13	2013-14	2011-12*	2012-13*	2013-14*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A)	80.1	92.0	92.0	\$4,925	\$5,485	\$5,827
Net Totals, Salaries and Wages	80.1	92.0	92.0	\$4,925	\$5,485	\$5,827
Staff Benefits	-	-	-	2,200	2,361	2,494
Totals, Personal Services	80.1	92.0	92.0	\$7,125	\$7,846	\$8,321
OPERATING EXPENSES AND EQUIPMENT				\$3,074	\$2,552	\$2,443
SPECIAL ITEMS OF EXPENSE						
Community Program Development				\$957	\$1,000	\$1,000
Totals, Special Items of Expense				\$957	\$1,000	\$1,000
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS				\$11,156	\$11,398	\$11,764
(State Operations)						

### DETAIL OF APPROPRIATIONS AND ADJUSTMENTS

1 STATE OPERATIONS	2011-12*	2012-13*	2013-14*
0890 Federal Trust Fund			
APPROPRIATIONS			

**4100 State Council on Developmental Disabilities - Continued**

<b>1 STATE OPERATIONS</b>	<b>2011-12*</b>	<b>2012-13*</b>	<b>2013-14*</b>
001 Budget Act appropriation	\$7,317	\$7,292	\$7,419
Allocation for employee compensation	12	25	-
Adjustment per Section 3.60	41	84	-
Adjustment per Section 3.90	-72	-227	-
Adjustment per Section 3.91 (b) Cell Phone Reductions	-24	-	-
Adjustment per Section 3.91 (b) Operational Efficiency Plan	-63	-	-
Budget Adjustment	-45	-	-
<b>TOTALS, EXPENDITURES</b>	<b>\$7,166</b>	<b>\$7,174</b>	<b>\$7,419</b>
<b>0995 Reimbursements</b>			
APPROPRIATIONS			
Reimbursements	\$3,990	\$4,224	\$4,345
<b>TOTALS, EXPENDITURES, ALL FUNDS (State Operations)</b>	<b>\$11,156</b>	<b>\$11,398</b>	<b>\$11,764</b>



AGREEMENT NUMBER	AMENDMENT NUMBER
<b>CDSS012013</b>	

- This Agreement is entered into between the State Agency and the Contractor named below  
 STATE AGENCY'S NAME  
**State Council on Developmental Disabilities**  
 CONTRACTOR'S NAME  
**California Department of Social Services**
- The term of this Agreement is: **July 1, 2012 through June 30, 2013**
- The maximum amount of this Agreement is: **\$390,000.00**  
**THREE HUNDRED NINTY THOUSAND DOLLARS AND ZERO CENTS**
- The effective date of this contract is either the start date or the approval date by the Department of General Services, whichever is later. No work shall commence until the effective date. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

This contract is entered into by and between the State Council on Developmental Services (SCDD), hereinafter referred to as the SCDD, and the California Department of Social Services (CDSS), hereinafter referred to as CDSS, to provide a program of administrative support services in accordance with the following exhibits which are attached hereto and made a part of this contract:

Exhibit A – Scope of Work 2 Pages  
 Attachment I. 8 Pages

Exhibit B – Budget Detail and Payment Provision 2 Pages

\* Exhibit C – General Terms and Conditions GIA 610

Exhibit D – Special Terms and Conditions 1 Page

\*View at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>California Department of Social Services</b>		
BY (Authorized Signature) —	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>FRAN MUELLER, Deputy Director, Administration Division</b>		
ADDRESS <b>744 P Street, MS # 8-14-600 Sacramento, California 95814</b>		
STATE OF CALIFORNIA		
AGENCY NAME <b>State Council on Developmental Disabilities</b>		<input type="checkbox"/> Exempt per _____
BY (Authorized Signature) —	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>CAROL J. RISLEY, Executive Director</b>		
ADDRESS <b>1507 21<sup>st</sup> Street, Suite 210, Sacramento, CA 95811</b>		



EXHIBIT A  
(Interagency Agreement)

**SCOPE OF WORK**

A. California Department of Social Services (CDSS) agrees to:

1. Provide the State Council on Developmental Disabilities (SCDD) with the following administrative support services upon request:
  - a. Accounting
  - b. Business Services
  - c. Administrative Support
  - d. Personnel
  - e. Other support services, including but not limited to, Information Technology (IT), as outlined in Exhibit A, Attachment 1, CDSS Administrative Support Services Guidelines
2. Implement all requests for services covered by this Agreement as long as such requests are consistent with state laws, regulations and policies, to the maximum amount stated in this Agreement. If the costs of services are projected by CDSS to exceed the Agreement amount, SCDD will be notified as to the need to process an amendment to the Interagency Agreement.

B. SCDD agrees to:

1. Provide contact person(s) trained in CDSS procedures pertaining to each of the five areas of administrative support services listed in Section A. 1 a-e, above and assist in resolution of problems resulting from implementation of this Agreement.
2. Provide timely compliance and cooperation with all requests for information made by CDSS personnel, in order to facilitate the discharge of requested duties under this Agreement.
3. Adhere to all CDSS policies, practices, and procedures as are consistent with state laws, regulations and policies and are not in conflict with SCDD.
4. Pay for SCDD direct cost of operating expenses. Examples of these types of costs include moving costs, cabling, electrical, and any CDSS employee travel expenses incurred while performing services for this contract, etc.
5. Reimburse CDSS for the Department of Technology Services (DTS) CALSTARS processing costs authorized by SCDD's Budget Officer.
6. Complete PS 222 package in compliance with CDSS policies and procedures; prepare related justifications for control agencies as required; and be the contact on all certification letters. Responses to certification letters will go to SCDD.
7. Provide a limited human resource program which includes acting as Personnel Officer with control agencies, providing EAP and Labor Relations programs, performing actions necessary for a complete disciplinary program up to and including conducting Skelly and Coleman hearings except where a SCDD conflict of interest exists, conducting examinations, and maintaining a Conflict of Interest and Incompatible Activity program.
8. Approve CDSS invoices to the Department of Development Services (DDS) timely to ensure a positive cash flow in addition to working with DDS to maintain executed Interagency Agreements and adequate advances.

EXHIBIT A  
(Interagency Agreement)

9. Provide CalATERS assistance to SCDD and Area Board staff.
  10. Recover and clear outstanding travel advances within 30 days of travel advance check issuance date.
  11. Approve all expense reimbursements.
- C. The project representatives during the term of this agreement will be:

SCDD:

Michael Danti, Budget Officer  
State Council on Developmental Disabilities  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811  
(916) 322-5613

CDSS:

Brian Dougherty, Chief  
Financial Management  
and Contracts Branch  
744 P Street MS 8-14-600  
(916) 657-3750



EXHIBIT A, ATTACHMENT 1  
(Interagency Agreement)

**CDSS ADMINISTRATIVE SUPPORT SERVICES GUIDELINES**

The CDSS performs the following administrative services for the SCDD within the time frames shown below. The ability to work within the time frames is contingent upon receiving all decisions, forms, and supporting documents necessary to complete the services.

A. <b>FISCAL SYSTEMS AND ACCOUNTING BRANCH</b>	<u>TIMEFRAME</u>
1. Process Accounts Payable/Contracts Payable accruals for fiscal year.	Ongoing
2. Process Accounts Receivable accruals for fiscal year.	By July 31
3. Prepare Year-end Financial Statements for fiscal year.	August 15
4. Process CALSTARS labor distribution and cost allocation. Produce and distribute expenditure reports.	Monthly
5. Process Cash Management activities – provide information on collection efforts and tracking of outstanding Executive Orders and Budget Revisions (BRs).	Monthly
6. Reimbursable Contracts – Develop and maintain invoicing process.	Monthly
7. Cash Receipts – Develop and maintain deposits and tracking.	Monthly
8. Process receipts for forwarding to State Treasurer's Office - Process all deposited receipts to SCDD account.	Ongoing
9. Maintain CALSTARS tables including the employee master files. Process CALSTARS functions, error corrections, key entry, contract review, State Controllers' Office (SCO), payroll tapes, CD102 process and others as needed.	Ongoing
10. Coordinate with SCO regarding distribution lists, returned warrants, escheat and other miscellaneous SCO documents.	Monthly
11. Coordinate with Prison Industry Authority (PIA)/Department of General Services (DGS) regarding distribution lists.	Monthly
12. For board members, volunteers and committee members, process paper Travel Expense Claim (TEC) form (STD 262A) and Travel Advances (TA) for users not utilizing Cal ATERS. Upon receipt of correctly completed TEC and TA requests, CDSS shall complete processing within four (4) weeks for TEC's and ten (10) working days for TA's.	Ongoing

EXHIBIT A, ATTACHMENT 1  
(Interagency Agreement)

13.	Process all receipts and disbursements for Office Revolving Fund (ORF) and General Cash (GC) using the CDSS checking account.	Ongoing General Cash Monthly
14.	Review and encumber procurement documents, including unpaid encumbrance documents.	Weekly
15.	Process invoices and direct transfers for payment and STD 204 maintenance. Maintain unpaid invoices and status of STD 204 requests.	Monthly
16.	Maintain reports of fringe benefits paid by travel expense claim and maintain calendar year-to-date records of 676P; Federal report preparation and submit reports as required.	Ongoing
17.	Perform monthly reconciliations through fiscal year.	Monthly
18.	Maintain general ledgers – provide coding and all records through fiscal year.	Monthly
19.	Maintain fixed asset report for internal purposes, provide supporting documentation (Reports 18 & 19).	Quarterly
20.	Maintain current Equipment Reconciliation and confirm with Business Services that all corrections are done in FM 13.	Quarterly
21.	Set up new Appropriations in accordance with Annual Budget Act.	Annual
22.	Maintain Accounts Payable/Contract Vendor payment history documents.	Ongoing
23.	Maintain Travel History documents.	Ongoing
24.	Maintain Federal financial reports on all open Grants and backup through the end of fiscal year.	Ongoing
25.	Process all Federal reconciliations through the end of fiscal year.	Ongoing
26.	Process and update Allotment Expenditure Ledgers, Remittance Advice, and Federal draw requests for all open federal grants for the fiscal year.	Ongoing
27.	Communicate with the Department of Health and Human Services' Administration For Children and Families and Payment Management System to transfer Federal Draw down authority to SCDD.	Ongoing
28.	Reconcile State Controller's accounts.	Monthly

EXHIBIT A, ATTACHMENT 1  
(Interagency Agreement)

29. CalATERS Ongoing

- Process payroll collections for overdue travel advances from board members, volunteers, and committee members.
- Process individual American Express Government Card applications.

**B. MANAGEMENT AND STAFF SERVICES BRANCH**

1. Mailing Services:

a. Deliver payroll Same Day

2. Forms Management:

Process printing requests for forms, reports.

a. Process printing and reproduction requests utilizing the Department of General Services, Office of State Publishing (OSP) or, with an OSP granted exemption, outside vendors based upon the printing requirements, i.e. quality requested, required paper stock, or format. OSP: 2 - 4 weeks  
Outside vendor: 3 weeks

b. Provide consultation, planning and design services for forms design. 1 - 2 Weeks

3. Transportation Vouchers:

a. Determine and distribute the appropriate number of transportation vouchers needed by each Voucher Coordinator. Monthly

b. Order transportation vouchers from appropriate vendor. Expenses for vouchers are the responsibility of SCDD. As needed

c. Maintain and balance transportation voucher records and reports. Monthly

4. Property Management:

a. Prepare service agreements for copiers and mail machines. Annually

b. Provide and maintain equipment for loan. Ongoing

c. Maintain equipment inventory records. Ongoing

d. Coordinate physical inventory of all equipment. Every 3 Years

EXHIBIT A, ATTACHMENT 1  
(Interagency Agreement)

5. Telecommunications:
  - a. Provide new telephone lines, features and equipment relocations. 2 Weeks
  - b. Provide consultation and review services for new telephone systems. 2 Weeks
  - c. Provide equipment, including inventory, maintenance and repair. As Needed
  - d. Telephone usage training. As Needed
  - e. Telecommunications record keeping, including the billing and maintenance of a list of telephone numbers, and State telephone directory services. Ongoing
  - f. Cellular Telephone Inventory – Maintain cellular telephone inventory service. Ongoing
  - g. Calling Card Inventory – Maintain calling card inventory services/billing activities. Ongoing
  - h. CALNET Contract Services – Provide and maintain CALNET contract vendor services for moves, adds, and changes (voice, cable and CMS features). Ongoing
  - i. 800 Toll Free Number – Maintain toll free number inventory/billing. Ongoing
6. Purchasing:
  - a. Process requests for supplies, publications, subscriptions, and equipment. 3 – 5 Days
  - b. Conduct informal bids. 1 – 2 Days
  - c. Obtain necessary signatures, encumbrances and control agency approvals. 3 – 5 Days
  - d. Prepare formal bid documents for purchases exceeding departments delegated purchasing authority:
    - To Department of General Services 3 – 5 Days
    - Department of General Services Conduct formal bid process and award order to successful bidder. 4 – 6 Weeks
  - e. Provide purchasing instructions, price quotations, and recommendations. Ongoing

EXHIBIT A, ATTACHMENT 1  
(Interagency Agreement)

- |  |           |
|--|-----------|
| f. Resolve vendor invoice and/or delivery discrepancies.                 | As Needed |
| g. CalCard – Maintain responsibility for issuance of cards, tracking.    | Ongoing   |
| h. General Services Charge Cards – Maintain responsibility for tracking. | Ongoing   |

Note: Purchasing time frames do not include the time allowed for vendors to deliver products. These times can range from 1 – 90 days, depending upon availability of merchandise.

7. Space Planning and Acquisition:

- |                                      |                |
|--------------------------------------|----------------|
| a. New or additional office space.*  | 10 – 24 Months |
| b. Office alterations.*              | 12 – 15 Months |
| c. Lease renewals.*                  | 15 – 18 Months |
| d. Facility maintenance.             | 3 – 4 Days     |
| e. Office designing and changes.     | 2 – 3 Weeks    |
| f. Furniture relocations.            | 7 – 10 Days    |
| g. Computer moves and installs.      | 7 – 10 Days    |
| h. Electrical changes and additions. | 7 – 10 Days    |

\* Requires the approval of Department of General Services, Real Estate Services Division.

C. **PERSONNEL BUREAU**

1. PS 222 Processing:

- |  |                            |
|--|----------------------------|
| a. Review PS222 package from SCDD for completeness.  | 5-7 Work Days              |
| b. Create 607's as required and complete transaction after Department of Finance (DOF) approval.   | (after PS222 is completed) |
| c. Act as operational authority and provide operational direction on all personnel issues as it relates to PS222 processing or payroll related issues. | Ongoing                    |
| d. Conduct Skelly and Coleman hearings when a conflict of interest exists at SCDD.   | As Needed                  |

EXHIBIT A, ATTACHMENT 1  
(Interagency Agreement)

2. Pay Records:

- a. Complete proper payroll and position control functions in accordance with control agency policies and procedures. This includes employees on Workers' Compensation. Ongoing
- b. Maintain SCDD official personnel files. Ongoing

D. **INFORMATION SYSTEMS DIVISION**

1. Web Maintenance:

Ongoing

- a. Web support for a server hosting package for Area Board 6
  - Security and defacement prevention
  - Distribution and replication, as well as backup
  - 24-x7 uptime on the web site
  - Email feedback and interactive content services

2. Server/Network Maintenance:

Ongoing

- a. Performing daily backups and restores, as needed.
- b. Patch management for all server software.
- c. Testing and upgrading of the server operating system and utilities when appropriate.
- d. Defragmenting the server's hard drives on a monthly basis.
- e. Configuring and updating printer queues when needed.
- f. Updating printer/hardware drivers when needed.
- g. Support for the Active Directory and Group Policy Objects (GP) systems.
- h. Repair and maintenance of all hardware and equipment that are part of the servers.
- i. Anti-Virus security signature distribution.
- j. SQL database support and management.
- k. Server monitoring events auditing.
- l. WAN/LAN network support for the Sacramento

EXHIBIT A, ATTACHMENT 1  
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SCDD headquarters only. For the SCDD headquarters networks support and troubleshooting the SCDD PCA staff is to open a help ticket with the CDSS DSSnet Help Desk at (916) 651-5333.

- m. Area Board sites are supported by the Office of Technology Services (OTech) for network services. For Area Board network support and troubleshooting the SCDD PCA staff is to open a help ticket with the OTech Service Desk at (916) 464-4311.

- |    |  |         |
|----|--|---------|
| 3. | Exchange Services:   | Ongoing |
|    | <ul style="list-style-type: none"><li>• Email accounts administration.</li><li>• Adds, deletes, renames.</li></ul>   |         |
| 4. | Software/PC Troubleshooting:   | Ongoing |
|    | <p>a. 1<sup>st</sup> level software and PC support to SCDD and Area Board staff is provided by SCDD PCA staff.</p> <p>b. For 2<sup>nd</sup> level software and PC support the SCDD PCA staff is to open a help ticket with the CDSS DSSnet Help Desk at (916) 651-5333.</p> <p>c. ISD will provide all services offered by the Customer Support Bureau with the exception of no travel to any site outside the Sacramento Metro Area and no Blackberry support.</p> <p>d. ISD will provide limited 2<sup>nd</sup> level remote desktop support to only the Sacramento SCDD headquarters site. Remote desktop support is not available to the Area Board sites due to the network limitations.</p> <p>e. SCDD and Area Boards will adhere to the established CDSS IT Standards when purchasing software and hardware. Software and hardware not on the CDSS IT Standards is the exclusive responsibilities of the customer to test for compatibility, install, and provide support.</p> |         |
| 5. | Facilities Space Support:  | Ongoing |
|    | <ul style="list-style-type: none"><li>• Provide consultation services for facilities and program staff in support of the cable plant design and general trouble-shooting advice.</li></ul>   |         |

EXHIBIT A, ATTACHMENT 1  
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6. Transition to Another Provider:
  - a. Web Support for Area Board 6
    - Copy and provide application to new provider.
  - b. Server/Network Support:
    - Inventory Hardware/ Data/ Software licenses.
    - Identify what can be transferred to SCDD or new provider.
    - Planning activities with SCDD and new provider to develop transition plan.
    - Execute plan.
  - c. Exchange Support:
    - Develop mailbox, resource mailbox and distribution lists and data inventory.
    - Work with SCDD and new provider to develop migration plan.
    - Execute plan.
  - d. Software/PC Support
  - e. IT Infrastructure:
    - DHCP for Site 39. The other remote site uses static IP.
    - WINS
    - DNS
    - AD for Authentication, and Global Catalog lookup for Outlook.
    - SMS – Patch Management, Software, and HW inventory.
    - Folder Security via Global Group.
  - f. Facilities Space Support
    - Identify any space projects underway.
    - Depending on progress decide which can be transitioned to new provider and close- out projects that may be near completion.



## GOVERNMENT CODE

### SECTION 19990-19990.6

19990. A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee.

Each appointing power shall determine, subject to approval of the department, those activities which, for employees under its jurisdiction, are inconsistent, incompatible or in conflict with their duties as state officers or employees. Activities and enterprises deemed to fall in these categories shall include, but not be limited to, all of the following:

(a) Using the prestige or influence of the state or the appointing authority for the officer's or employee's private gain or advantage or the private gain of another.

(b) Using state time, facilities, equipment, or supplies for private gain or advantage.

(c) Using, or having access to, confidential information available by virtue of state employment for private gain or advantage or providing confidential information to persons to whom issuance of this information has not been authorized.

(d) Receiving or accepting money or any other consideration from anyone other than the state for the performance of his or her duties as a state officer or employee.

(e) Performance of an act in other than his or her capacity as a state officer or employee knowing that the act may later be subject, directly or indirectly to the control, inspection, review, audit, or enforcement by the officer or employee.

(f) Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the officer's or employee's appointing authority or whose activities are regulated or controlled by the appointing authority under circumstances from which it reasonably could be substantiated that the gift was intended to influence the officer or employee in his or her official duties or was intended as a reward for any official actions performed by the officer or employee.

(g) Subject to any other laws, rules, or regulations as pertain thereto, not devoting his or her full time, attention, and efforts to his or her state office or employment during his or her hours of duty as a state officer or employee.

The department shall adopt rules governing the application of this section. The rules shall include provision for notice to employees prior to the determination of proscribed activities and for appeal by employees from such a determination and from its application to an employee. Until the department adopts rules governing the application of this section, as amended in the 1985-86 Regular Session of the Legislature, existing procedures shall remain in full force and effect.

If the provisions of this section are in conflict with the provisions of a memorandum of understanding reached pursuant to

Section 3517.5, the memorandum of understanding shall be controlling without further legislative action, except that if such provisions of a memorandum of understanding require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act.

19990.5. Notwithstanding Sections 18000 and 19990, state officers and employees may render services during their office hours, or hours of work for the state, if compensation for these services may be made pursuant to Section 18000.5.

## Work Plan to Address November 2012 Audit Recommendations

April 2, 2013

Recommendations	Tasks	Next Steps/Timeline
1a. SCDD and staff should review COI and codes of conduct under state and federal regulations.	a. SCDD members and staff shall receive copies of 42 USC Section 15024(c)(5)(D), 45 CFR Section 74.42, GC Sections 87100, 19130, 19990 and the SCDD Incompatible Activities Statement and shall indicate in writing that they have read and understand its provisions.	By May 15, 2013  Completed
2a. Establish strong financial personnel  2b. Establish internal control procedures for processing and approval of contracts and invoices.  2c. Develop a written policy concerning travel of contractors	2a. Recruit for and train Budget Officer. Ensure that contract and procurement analysts receive appropriate training. Ensure that managerial staff receive appropriate training. Recruit for highly qualified Deputy for Administration. Ensure that the Procurement and Contracts Manual includes section with federal and state regulations regarding all applicable billing requirements.  2b. RA/Deputy to establish chain of command and process for documenting progressive review of submissions. Also to develop Policy for required backup documentation when submitting invoices.  2c. Develop policy on acceptable travel for contractors, including documentation required (receipts) for reimbursement and an authorization process for out-of-state	2a. Awaiting resolution on SSM I employee, expected April 1, 2013. Recruitment for Budget Officer April 1, 2013 – May 15, 2013. Budget Officer vacancy posted May 10, 2013. Position available effective June 12, 2013.  Analyst training initiated in March 2013, ongoing through December 31, 2013. Managerial training initiates April 2013. GO appointment of Deputy for Administration tentatively early 2014. Currently awaiting approval of CalHR to fill Retired Annuitant (RA) appointment to act as Deputy, to start April 8, 2013. RA Sarah VanDyke hired as of April 9, 2013. Contract staff will be attending 4 additional classes: "Evaluation Criteria"; "Documentation"; "Services Contracting"; "Statement of Work."

	travel.	2b. 90 days following hire of an RA/Deputy.
3a. Develop regular expenditure reports to reconcile budget by actual expenses incurred by contracts.  3b. Recommend pairing a SCDD member with fiscal expertise to work with staff.	3a. Budget Officer to submit expenditure reports to Administrative Committee no less than quarterly. Reports to include budgeted/expenditures by Contracts, HQ and regional offices.  3b. Newly reconstituted Administrative Committee to serve this function. Committee is composed of a current department deputy, an attorney, and an MPA.	2c. 90 days following hire of an RA/Deputy 3a. Began March 2013, though hampered by lack of a Budget Officer. 3b. Began January 2013.
4a. Contracts must comply with DGS guidelines.  4b. A Procurement and Contract Handbook should be developed.  4c. Develop a procedure for contract approval verification.	4a. Have Administrative Committee receive an overview of the DGS State Contracting Guidelines. Contract staff are attending DGS Contract Training class.  4b. RA/Deputy to query other small commissions for examples of Procurement and Contract Handbooks. Contract analysts to ask for samples from DGS staff.  4c. See 2b.	4a. At April 25, 2013 Administrative Committee meeting. Completed – DGS Contract Manual Summary, DSS Purchasing Policies and Procedures Handbook, DSS Contract Process Handbook obtained and disseminated to Admin Committee and contract staff. Said handbooks to be reviewed and revised as needed by RA/Deputy. 4b. 90 days following hire of an RA/Deputy.  4c. 90 days following hire of an RA/Deputy
5a. DGS Training should be required for contract analysts, managers and their supervisors	5a. Ensure that all relevant staff register for and attend all pertinent classes. Interim E.D. will approve all appropriate training opportunities.	5a. Contract analysts have attended 40 hour DGS Contract Training class in March 2013. Staff Counsel and Interim E.D. completed the same class in April.

		Additional training that is offered by DGS will be registered for throughout 2013.
<p>6a. Staff needs to use detailed and specific contract language including measurable goals.</p> <p>6b. Staff Legal Counsel should review all proposed new contracts.</p> <p>6c. Contracts should include provision for audits.</p>	<p>6a. Staff will be trained in best practices for contract language and provisions.</p> <p>6b. Staff Legal Counsel to review all new contracts resulting from a bid prior to SCDD approval.</p> <p>6d. SCDD to revise its contract format to include provision for auditing.</p>	<p>6a. Contract analysts have attended first basic contract class and will be registering for additional classes.</p> <p>Staff now have resources (Bid Sync) to find examples of contract language. Staff will also be attending a DGS class entitled "Statement of Work" that focuses on contract language.</p> <p>6b. Effective immediately, all newly drafted contracts that were the result of a bid will be reviewed by both Staff Legal Counsel and Interim Executive Director, the latter in lieu of the hiring of a RA/Deputy.</p> <p>6c. Effective immediately, all newly developed contracts will include a provision for auditing. Contracts will include a link to STD 213 Exhibit C #37 Examination and Audit</p>
<p>7a. Assign staff to perform duties of contract manager to include monitoring compliance and performance.</p> <p>7b. SCDD should receive progress reports including final report that details goals achieved or not.</p>	<p>7a. Identify staff to monitor contract/fiscal compliance, programmatic performance and a final approver. Assign substitute staff to cover said functions while staff vacancies exist.</p> <p>Identify source to provide training to staff on elements of grant oversight.</p> <p>7b. SCDD PDC to receive progress reports at a minimum of semi-annually. PDC to include progress report at next SCDD</p>	<p>7a. Effective currently, contract/fiscal compliance is assigned to contract analyst. Programmatic performance review for grants initiated by the Area Boards are assigned to Area Board staff who currently signify approval/disapproval before contract analyst approves invoices for payment. Programmatic review of statewide grants would be assigned to Planning Specialist, a vacant position. In</p>

<p>meeting. Accomplished</p>		<p>lieu of the Planning Specialist, existing program staff (CPS II) will take on that function effective May 1, 2013, overseen by the Deputy for Policy and Planning. Final approver would be assigned to Deputy for Administration. While vacant, that duty falls to the Executive Director. UCEDDs will be queried by May 16, 2013 for any recommended sources for grant administration training. Initiated 7b. PDC will receive first quarterly report of grants/contracts at April 23, 2013 meeting. Accomplished</p>
Recommendations	Tasks	Next Steps/Timeline
<p>8a. Contracts need to be reviewed for justification that work cannot be performed by state employees (GC 19130).</p>	<p>8a. Procurement and Contract Handbook (see Recommendation 4) to include provision for review of prospective contracts by Planning Specialist for compliance with GC 19130. Before awarding personal services contract, specialist shall identify any current state staff that may perform duties within the scope of requested services and advise SCDD of contract appropriateness.</p>	<p>90 days following hire of an RA/Deputy. While position is vacant, duty falls to Executive Director.</p>
<p>9a. There need to be written policies and procedures that inform members and staff of their responsibilities.  9b. There need to be signed authorization forms that document approval steps for contracts.</p>	<p>9a. Council members need to be educated as to their fiscal oversight responsibilities. Staff need to review and revise, as necessary, their duty statements and sign a statement that they understand its provisions. 9a and b. Procurement and Contract Handbook needs to include progressive steps and assigned staff for each step of</p>	<p>9a. Interim E.D. and Chair are attempting to arrange governance and fiscal oversight training for SCDD members by November 2013. Completed in May 2013. The Personnel Officer will oversee process of review and revision of duty statements of fiscal and contract staff, to be completed by July 1 2013.</p>

	<p>contracting and procuring. Appropriate forms need to be included as Appendices. An approval document should be created that includes the Administrative Committee and full Council regarding all contracts and procurements exceeding \$5,000.00. Contracts under \$5,000 will be reviewed by the Administrative Committee and approved by the Executive Committee.</p>	<p>9b. 120 days following hire of RA/Deputy In process</p> <p>Executive Committee/Council are now approving all contracts effective April 2013</p>
<p>10a. Ensure that fiscal intermediaries are not be used without DOF approval.</p>	<p>10a. All relevant staff shall be educated on this regulation.</p>	<p>10a. The Interim Executive Director shall put this regulation into a written memorandum to be disseminated to all relevant staff by April 30, 2013.</p> <p>Completed</p> <p>Contract staff have completed basic Contract training with DGS effective March 28, 2013.</p>

